

## **REQUEST OFFICER TRANSFER TO THE INACTIVE NATIONAL GUARD**

NAME/RANK: \_\_\_\_\_

UNIT: \_\_\_\_\_

\_\_\_\_\_ BATTALION/BRIGADE/GROUP COMMANDER'S ENDORSEMENT

\_\_\_\_\_ COMPANY COMMANDER'S MEMORANDUM

\_\_\_\_\_ SOLDIER'S LETTER (in sample format below)& SUPPORTING DOCUMENTS STATING REASONS FOR REQUEST

- a. Incompatible Occupation – Requires a letter from employer
- b. Illness or Injury – Requires a physician's statement of diagnosis, to include prognosis
- c. Appropriate documentation will be furnished to support other reasons

\_\_\_\_\_ OER INFO (RATED BY: \_\_\_\_\_ RATES: \_\_\_\_\_)

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**PROCEDURE:** Transfer to the Inactive Army National Guard (ING)

**REFERENCES:** NGR 614-1

### **DOCUMENTATION REQUIRED:**

Request for Transfer to the ING

### **ACTION REQUIRED:**

1. The officer concerned initiates transfer to the ING with attached memo submitted to unit. Unit should assist officer with his request, and forward with endorsements thru MACOM/BDE to LANG-J1-PO. Upon receipt, LANG-J1-PO, OFFICER PERSONNEL will review and forward to the J1 for approval. If approved, LANG-J1-PO will publish orders.
2. Officers should be aware that time in grade stops while in the ING. Also, the following officers are prohibited from transferring to the ING:
  - a. Second lieutenants
  - b. Officers serving on declination
  - c. Officers passed over by a DA Selection Board
  - d. Officers flagged, except for weight
  - e. Officers pending mandatory promotion consideration within one year.
3. Officer may transfer from the ING to an active status by initiating a memo stating such. To be eligible for such transfer, a valid MTOE/TDA position vacancy must be available, the officer must have a current periodic physical (within 5 yrs), an HIV test with 12 months, and meet the height and weight criteria established in AR 600-9. The unit will submit an OPAR with physical and officers memo thru MACOM / BDE to LANG-J1-PO. Officers who transfer from the ING to an active status are not eligible for promotion for one year.

HEADING

Office symbol (614-1)

Date

MEMORANDUM THRU [intermediate command channels]

FOR The Adjutant General, ATTN: LANG-DHR-MO, Jackson Barracks, New Orleans, LA 70146

SUBJECT: Request for Transfer to the Inactive Army National Guard

1. I hereby apply for transfer to the Inactive Army National Guard of Louisiana effective \_\_\_\_\_. The following information is provided:

a. SNL: [last name, first name mi, SSAN, grade, branch]

b. Position: [title, MOS, (para - line), unit]

2. This request is based on the provisions of NGR 614-1. The specific reason for request transfer is: [enter reason here]

3. I understand and agree to the following while a member of the ING:

a. I will lose Time In Grade.

b. I will be available for mobilization with a unit of the ARNG in the event of and emergency, either State or National.

c. I will be required to report for "annual muster day" during each training year or fiscal year.

d. I will be required to maintain a current periodic physical.

e. I will immediately report any change of my current address and phone number (home and business) to my unit commander or designated representative.

f. I will immediately report to my unit commander or designated representative any change to my status, such as physical condition or family situation, that could affect by mobilization status.

4. My current mailing address and phone number(s) are:

a. [enter current mailing address here]

b. Home Phone No: \_\_\_\_\_, Work Phone No: \_\_\_\_\_.

SIGNATURE BLOCK  
OF REQUESTING  
OFFICER